Please read the protocol on the last page before completing this form and complete the **GDPR - Data and your consent** on page 3.

Following initial contact with Jonathan Kimber, Director of Ministry and Discipleship, please save and send **Stage 1** of the form in line with the following timescale:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Sabbaticals beginning* ***January to June*** *– submit form by the end of the previous March* | | | | | |  |
| *Sabbaticals beginning* ***July to December –*** *submit form by the end of the previous September* | | | | | |  |
| Stage 1 – Planning in Principle: Applicant Details | | | |  |  |  |
| **Full Name** | | Click or tap here to enter text. | | | | |
| **Proposed timing of Sabbatical** | | **From:** | Click or tap to enter a date. | **To:** | Click or tap to enter a date. | |
| **What are the main proposed components of your sabbatical?**  *(E.g. Main area of focus/ study; retreat; holiday; events/conferences/visits; doing something different)* | | Click or tap here to enter text. | | | | |

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| **What are your plans in principle for cover during the sabbatical?** | Click or tap here to enter text. |
| **Are you applying for a Sabbatical Grant of up to £500?** | **Yes  No** |
| **If a £500 grant were not available for your proposed timing would you:** *(tick the appropriate box)* | **Postpone until £500 could be granted? Or**  **Proceed with no grant?** |

Having previously talked to your Area Dean and Archdeacon on the subject, please email them this form on completion of **Stage 1**, copying in Jonathan Kimber ([jkimber@cofe-worcester.org.uk](mailto:jkimber@cofe-worcester.org.uk)). The Area Dean and Archdeacon should then send their approval in principle by email to Jonathan.

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| **For office use only:**  **The boxes below are for office use to note when the approval has been received:** | |
| Area Dean’s Approval in Principle | Archdeacon’s Approval in Principle |

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| Stage 2 – detailed planning: After your sabbatical has been approved in principle, please complete **Stage 2** of the detailed planning. Please send it to Jonathan Kimber three months before the start of your sabbatical. Once it has been received, if you have been approved for a sabbatical grant, the funds will be sent to you. Detailed planning | | | | |
| **Please give updated details of the planned main components of your sabbatical,  including outline timing.** | | | | |
| Click or tap here to enter text. | | | | |
| **How will your normal responsibilities be covered?** | | | | |
| Click or tap here to enter text. | | | | |
| **Who will be your mentor or tutor (if applicable)? What have you arranged with them?** | | | | |
| Click or tap here to enter text. | | | | |
| **Any further information?** | | | | |
| Click or tap here to enter text. | | | | |
| **Would you like to apply for your CMD Grant of up to £210 (if available)?** | | | | **Yes  No** |
| **Please let us know your bank details to transfer a grant to you (if relevant):** | | | | |
| **Account holder name (as it appears on your bank account)** Click or tap here to enter text.  **Sort Code:** Click or tap here to enter text.  **Account Number:** Click or tap here to enter text. | | | | |
|  | | | | |
| **Your Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. | |
| Please return this form to Jonathan Kimber ([jkimber@cofe-worcester.org.uk](mailto:jkimber@cofe-worcester.org.uk)) at least three months before the start of your sabbatical. | | | | |

# GDPR - Data and your consent

Worcester Diocesan Board of Finance Limited will need to hold information to contact you. The information you have provided on this form giving your name, address, email address(es), telephone number and Church / Parish will be held and used for the purposes of data processing, communication and information gathering. It may be shared within the structures of the Church of England and ecumenical partners within the diocese and nationally. Whilst we store your details on our database which is located on servers in the UK, your email address and your name may, for the purposes of some email communications to you, be stored by us or our agents on other servers which are outside the European Economic Area.

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| **I confirm that:**   1. I am content for the details to be used for the above purposes unless I notify you otherwise in writing. 2. The e-mail address(es) you hold may be used for communicating, including individual and group communications. | | | |
| **Your Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |